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# **Nomination Award Cover Letter**

When nominating an individual for a JCF Emerging Leader Award, please be sure to email the following to infojcf@jfedsnj.org:

* Completed cover letter (below)
* A 1-3 page letter of recommendation on organization letterhead, highlighting why the nominee is deserving of this award

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| --- | --- |
| **Your Information (as the Award Nominator)** | |
| **Name of Nominator (First & Last)** |  |
| **Organization** |  |
| **Job Title** |  |
| **Email Address** |  |
| **Address** |  |
| **City/State/Zip** |  |
| **Phone** |  |

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| --- | --- |
| **Information for Award Nominee** | |
| **Name of Nominee (First & Last)** |  |
| **Email Address** |  |
| **Organization: Employer name for professional nominee ; Affiliation for volunteer/lay leader nominee** |  |
| **Address** |  |
| **City/State/Zip** |  |
| **Phone** |  |

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| --- | --- | --- | --- |
| **Mark X if Applying** | **Nomination Award Name** | **Additional Questions** | **Your Answer** |
|  | **Benjamin Asbell Youth Upsilon Lambda Phi Fraternity Award** | Youth Group Membership |  |
|  | **Helen and Harry Pinsky Memorial Award for Outstanding Professional Leadership** | n/a | n/a |
|  | **Schreibstein Award for Emerging Community Leadership** | Is nominee being nominated for his/her role as a volunteer or as a professional? |  |

**THIS IS ONLY A COVER LETTER!**

Please be sure to submit a letter of recommendation about the nominee as outlined above.

If needed, please attach a separate sheet to list applicant’s activities, achievements, awards, volunteer and community service, and leadership accomplishments. For further information, please contact Mike Staff at 856-673-2528 or infojcf@jfedsnj.org or visit EndowmentFunds.org. Nomination deadline is **Thursday, March 1, 2018 at 5:00 PM.**